



MINUTES
Rate Structure Work Group Meeting
Friday July 22, 2022 / 11:00AM - 12:00PM
Held via: Zoom Webinar

Attendance: Laurie Vachon, BDS Facilitator; Jen Doig, BDS Facilitator; Christy Roy, BDS Facilitator; Abby Conger, BDS; Drew Smith, A&M; Krista Stephani, Myers and Stauffer; Lesley Beerends, Myers and Stauffer; Jacquelyn George, Myers and Stauffer; Kim Shottes, ED Plus Company; Martin McNamara, Optumas; Ellen McCahon, ED CSNI; Matthew Cordaro, ED One Sky Services; Shelley Kelleher, CFO Lakes Region Community Services; Sudip Adhikari, Gateways; Kara Nickulas, CMCC; Alecia Ortiz, A&M; Stacey Rosenzweig, A&M; Susan Silsby, Easter Seals

Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.

Topic	Key Takeaways & Action Items
Discuss Cost Report Changes Based on Beta Test Feedback	<p><u>General Comments of Feedback</u></p> <ul style="list-style-type: none"> • Responses to the Beta test cost report were due on Friday, July 15, 2022. • The Beta Test cost report was distributed on June 30, 2022 and was sent to 20 individuals associated with the ten Area Agencies and other Vendor Service Providers. • Myers and Stauffer received 6 responses with feedback and/or questions. <p><u>Review of Feedback and Changes</u></p> <ul style="list-style-type: none"> • Majority of feedback received was reflective of spelling changes, cell functionality, and general requests for additional information. • MSLC received a question regarding administrative time and the ability to allocate across various services. How many Area Agencies (AA's) and provider vendors would have this capability? <ul style="list-style-type: none"> ○ Most Members indicated that they would not be able to allocate in this way; as a result, the cost report design will remain as is. • Additional comments were received about vouchers for personal care. MSLC indicated this should be included as a stipend.

	<ul style="list-style-type: none"> • Overall, most information on the Expenses worksheet are not specific to a service, but there are instances in which there are specific questions asked (e.g. respite). <ul style="list-style-type: none"> ○ Other general edits to the Expenses worksheet include additional information icons; the addition of 403b retirement options; and black cells instead of dark gray to make it clearer information should not be entered in those areas. • Members were reminded that if they do not have Microsoft Excel it is important to reach out to MSLC for assistance. • MSLC did make a number of adjustments to various worksheets to allow for the entering of whole numbers, and for percentages to display. • MSLC reminded the Work Group that if information can be grouped by service or staffing type, they should do so. • On the questions worksheet, multiple locations are only to reflect an AA's or provider vendor's office locations and not service locations. • MSLC did receive a question related to PDMS and allocation of costs related to "PDMS." • The Work Group discussed that PDMS is a method of service delivery rather than a service category and it was suggested that additional information and instructions may be needed to assist providers in splitting out services appropriately between the specific services that were provided for each PDMS arrangement. • Information was included on the DAADS worksheet to indicate lines 2 and 3 are not mutually exclusive. • Information was added on what is meant for "no show/no call" on the Day Habilitation worksheet.
<p>Next Steps in the Cost Report Process</p>	<ul style="list-style-type: none"> • For those Members who did submit questions with their feedback, MSLC will be responding to those questions separately. • MSLC will be releasing an FAQ document to summarize information and some of the previous Rate Work Group discussions. • Myers and Stauffer will complete an overall review of the cost report and finalize the document. • The cost report and "on-demand" training modules will be posted to the BDS Systems Work - Rate Setting website on August 1, 2022. • Website link: https://www.dhhs.nh.gov/programs-services/disability-care/developmental-services/bds-systems-work/bds-systems-work-rate • Additional training sessions are scheduled on the following dates and times: <ul style="list-style-type: none"> ○ Friday, August 26, 2022: 1:00 pm - 2:30 pm Eastern

	<ul style="list-style-type: none">○ Friday, September 1, 2022: 10:00 am - 11:30 am Eastern● Cost Report Submission Dates:● Friday, September 30, 2022 - Area Agencies are Required to Submit the following schedules of the cost report:<ul style="list-style-type: none">○ Admin staffing; direct staffing; expenses; DAADS; program staffing; benefits/PTO; FMS○ This information is needed from AA's as the DAADS and FMS information are dependent on the other listed worksheets. MSLC will discuss with the Department the feasibility of just submitting DAADS and FMS information on the staffing worksheets by September 30.● Tuesday, November 1, 2022 - Cost Reports due to Myers and Stauffer for all Vendor Service Providers and the remaining schedules for the Area Agencies.● Submit cost reports directly to NHCostReport@mslc.com
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